

## **MONTANA/DAKOTAS HEAVY EQUIPMENT COMMITTEE CHARTER**

### **I. INTRODUCTION**

State Heavy Equipment Committees were established based on Washington Office and National Business Center recommendations for States which have an active heavy equipment program. The purpose of the committee is to foster good communication, adequate equipment utilization and statewide coordination of the statewide equipment resources.

MT/DK Zone and Field Offices manage and maintain numerous pieces of heavy equipment to support recreation, transportation system, range, facilities and other programs.

### **II. ROLES AND RESPONSIBILITIES**

The Montana Heavy Equipment Committee is responsible for providing oversight and recommendations to deciding officials on all aspects of the Montana/Dakota's heavy equipment. The committee facilitates the coordination of heavy equipment use among field offices to support the Bureau's core mission and to provide for emergency needs. The Committee recommends equipment management practices to protect the Bureau's investment and to maintain the integrity, safety and dependability of the equipment. The Committee reviews, analyzes, and makes recommendations to deciding officials on a variety of issues, including:

- A. Heavy equipment use, needs, purchases and replacement cycles;
- B. Heavy equipment safety;
- C. Training and certification requirements for heavy equipment operators;
- D. State-wide heavy equipment policy and procedures;
- E. Facilitate the sharing of equipment and operators among field offices;
- F. Review procedures for changing equipment from one class to another;
- G. Review and recommend equipment and vehicle specifications;
- H. Review and recommending funding one-time repairs under extended life conditions;
- I. Review and recommend equipment rehabilitation;
- J. Recommend limits for lifetime repair costs;
- K. Recommend standards and criteria for standardizing equipment;
- L. Ensure heavy equipment use meets or exceeds utilization goals.

### **III. MEMBERSHIP**

The Committee consists of the Administrative Officer and a Force Account Representative from each field Division of Support Services and the Montana State Engineer, or their designee. The Committee may have additional participants in meetings for purposes of obtaining technical advice or to provide the Committee with clarification related to committee business. The Committee will strive to reach decisions by consensus. If consensus cannot be reached, the decision will be made by majority vote. Each member of the Committee has one vote.

### **IV. OFFICERS AND TERM OF OFFICE**

The Montana Heavy Equipment Committee chairperson is elected by majority vote of the Committee members. The term is for three years with an option for one additional consecutive term.

### **V. MEETING**

The Committee will meet a minimum of twice during the fiscal year. The chairperson may call additional meetings as needed. A quorum of Committee members is required before business can be transacted and recommendations forwarded to deciding officials.

### **VI. PROCESS**

Committee recommendations will be forwarded to the Associate State Director or other appropriate deciding official. This charter is in effect as of the date signed below.

Approved:

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/s/ Donald S. Smurthwaite  
Acting State Director

\_\_\_\_\_  
12/23/05  
Date